

Defense Logistics Agency Instruction



DLAI 7416
Effective August 10, 2012
DLA Human Resources,
Human Resources Policy (J14)

Family Member Employment

References: Refer to [Enclosure 1](#).

1. **PURPOSE:** This Instruction:

a. Reissues DLAI 7210 (Reference (a)) Family Member Preference policy and procedures in accordance with DoD Instruction 1400.23 (reference (b)).

b. Implements the requirements of Reference (b) which provides for employment opportunities for family members of United States Armed Forces personnel and civilian employees of the United States Government Agencies stationed in foreign areas.

c. Implements the requirements of 5CFR 315.608 (Reference (c)) which provides for the noncompetitive appointment of certain former overseas employees to appointments in the competitive service; and Executive Order 13473 (Reference (d)) which provides for noncompetitive appointment of spouses of certain members of the Armed Forces.

2. **APPLICABILITY:** This DLA Instruction applies to all DLA Headquarters (HQ) and DLA Primary Level Field Activities (PLFAs), and other Defense activities serviced by the DLA Human Resources Services according to the terms and applicable support agreements.

3. **DEFINITIONS:** For purposes of this DLAI, the following definitions apply:

a. **Active Duty.** Full-time duty with military pay and allowances in the Armed Forces (except for training or for determining physical fitness) and full-time service in the U.S. Coast Guard, Reserves or National Guard.

b. **Family Member.** The spouse, or unmarried dependent children, including stepchildren, adopted children, and foster children not more than 23 years of age living with a member of the U.S. Armed Forces or a U.S. citizen civilian employee of a U.S. Government Agency, including NAF activities, whose duty station is in a foreign area.

c. **Foreign Areas.** – Foreign areas are those outside the United States, Guam, Puerto Rico, and the Virgin Islands. For purposes of this chapter, the Canal Zone is a foreign area.

4. POLICY:

a. It is DLA policy to comply with and implement statutory and DoD guidance that establishes procedures and assigns responsibilities necessary to support DoD-wide family member employment.

b. Family Members will be given employment preference in foreign areas when filling positions competitively at the GS-15 level and below (and equivalent) designated for U.S. citizen occupancy through external placement procedures in the absence of a military spouse entitled to preference. This preference will apply only to initial employment into a continuing position including temporary positions of one year or longer, at each duty location. This program applies to, but is in addition to and separate from, the preference to which a military spouse may be entitled.

c. Family members of active duty military members of the U.S. Armed Forces, Federal civilian employees, or non-appropriated fund employees, who have completed 52 weeks of creditable overseas service may be appointed noncompetitively to competitive service positions upon returning to the United States.

d. Spouses of certain members of the Armed Forces may be given noncompetitive appointments in the competitive service.

5. RESPONSIBILITIES:

a. DLA Human Resources Policy (J14) will:

(1) Provide broad policy guidance to the DLA Human Resource Services, DLA Headquarters, and to PLFAs on family member employment.

(2) Approve or disapprove requests for extensions of family member employment in foreign areas, or exceptions to selection of family member preference eligibles.

b. The DLA Human Resources Services (DHRS) will:

(1) Advise and assist PLFAs and DLA Headquarters on family member employment matters.

(2) Review requests for extensions of family member employment or exceptions to selection under the requirements of this chapter and recommend approval or disapproval to J14.

(3) Provide job information, vacancy announcements, and employment counseling to eligible family members upon their request.

(4) Register eligible overseas family members of DoD personnel in the DoD Priority Placement Program (PPP) as outlined in Chapter 5 of the PPP Handbook (Reference (e)).

(5) Set up procedures for receipt of applications from eligible family members.

6. PROCEDURES: Refer to Enclosure 2.

7. EFFECTIVE DATE: This Instruction is effective immediately.

Director, DLA Strategic Plans and Policy

Enclosures

Enclosure 1 – References

Enclosure 2 – Procedures

ENCLOSURE 1

REFERENCES

- a. DLA Instruction 7210, Spouse Preference and Family Member Preference, dated September 14, 2009 (hereby cancelled).
- b. DoDI 1400.23, Employment of Family members of Active Duty Military Members and Civilian Employees Stationed in Foreign Areas, May 12, 1989.
- c. 5CFR, 315.608, Noncompetitive Appointment of Certain Former Overseas Employees.
- d. Executive Order 13473, September 25, 2008.
- e. DoD Priority Placement Program (PPP) Handbook, July 2011.
- f. Executive Order 12721, August 1, 1990.
- g. DoD 1400.25-M, SC315, Employment of Spouses of Active Duty Military, dated September 19, 2007.
- h. DoDD 1400.6, DoD Civilian Employees In Overseas Areas, February 15, 1980.

ENCLOSURE 2

PROCEDURES

1. Family Members will be given employment preference in foreign areas using the procedures outlined in DoDI 1400.23.
2. Employment opportunities should be expanded to use foreign national positions for U.S. citizen occupancy as the positions become vacant for recruitment from outside the current foreign national work force. Exceptions to using U.S. citizens for foreign national positions may be made if such employment is contrary to treaties or other international agreements, or it is determined that it is essential for mission effectiveness to keep foreign national incumbency in a specific position. When qualified family members are available to fill foreign national positions, they should be afforded preference.
3. Family member preference does not apply to journeyman level positions covered by mandatory mobility agreements, or to family members of locally hired civilian employees.
4. Family members transported to foreign areas at the sponsor's expense are entitled to the same employment preference as those transported at Government expense.
5. Family members will not be given preference on the basis of the sponsor's military rank or civilian grade.
6. Family members may file applications for employment 30 days before their expected arrival within the command. However, family members may not receive preference until actually arriving at the overseas location.
7. Family members with less than 6 months remaining in the area may be non-selected for permanent continuing positions.
8. Exceptions to selecting family members eligible for preference must be rare, based on compelling requirements of DLA mission, and be approved by J14. Requests for exception must be forwarded through the PLFA commanders and the DLA Human Resources Services, and forwarded to J14 for approval.
9. Family members of active duty military members of the U.S. Armed Forces, Federal civilian employees, or non-appropriated fund employees, who have completed 52 weeks of creditable overseas service may be appointed noncompetitively to competitive service positions upon returning to the United States using the procedures outlined in 5CFR315.608.
10. Spouses of certain members of the Armed Forces may be given noncompetitive appointments in the competitive service based on the requirements outlined in E.O. 13473.

11. Eligible overseas family members of DoD personnel will be registered in the DoD PPP as outlined in Chapter 5 of the PPP Handbook (reference 3).